

SAMPLE RESUME

123 Sample Address
Sample City, MD 12345
(410) 123-4567 (h)
(410) 987-6543 (c)
E-mail Address (one checked frequently)
SSN: 123-45-6789

John A. Doe

Objective: What do you expect to obtain from the work experience in the **High School Work Study Program** at the National Security Agency.

Education: Name of High School
Graduation Date (month/year)

Area of Interest- Choose one: Office Assistant;
Computer Aide (For Computer Aide: include in the relevant courses section the three technical computer courses you have taken or will complete by the end of your junior year); Vo-Tech/Model Shop

Relevant Courses: List **ALL** relevant courses that pertain to your area of interest (Business, Computer, Office Technology, Keyboarding, Vo-Tech)

Work Experience: List **ANY** work experience (paid and unpaid)

Computer Skills: Self-explanatory

Extracurricular Activities: Self Explanatory

Honors: Self Explanatory